

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations

DATE: 8 April 1948

FROM : Executive for Administration and Management

SUBJECT: Survey of Foreign Documents Branch, Office of Operations

1. Attached for your consideration and comment is final draft of the report of survey of the Foreign Documents Branch made by the Management Branch, A&M.

2. Please submit your comments or concurrence to this office, together with indication of any essential coordination and concurrence of other CIA activities which may be affected.

3. No further action will be taken on this report prior to receipt of your reply.

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Executive for
Administration and Management

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14 April 1948

TO: Assistant Director for Reports and Estimates

FROM: Assistant Director for Operations

1. Attached are copies of the portions of subject report in which reference is made to your office, together with the changes which Management Branch recommends in the present functions and operations of Foreign Documents Branch in relation to other CIA and IAC activities.

2. It is requested that your comments or concurrence be submitted to this Office by 21 April for compilation, coordination and submission to A & M for final action.

3. Preliminary changes and additions which the Office of Operations proposes to make in the pertinent sections of this draft are indicated in ink on the attached copies. Further changes in the new Statement of Functions (Tab B) are at present under study.

